



TOWN OF SELBYVILLE CODE ENFORCEMENT & BUILDING OFFICIAL JOB DESCRIPTION

Status: FULL-TIME 40 HRS/WEEKLY

Summary of Position

The Code Enforcement & Building Official will report to the Town Administrator and is responsible for enforcement of Town Maintenance Codes, Zoning Codes and International Building Codes along with other applicable Federal, State and County ordinances, regulations, and codes. Performs various administrative duties to support the Town Administrator. The duties include the resolution of zoning inquiries by referencing regulations and responding to telephone and in-person citizen inquiries, and related building codes, coordination and execution of mailings, data entry (computer and manual), filing, and general office duties. The work of this position involves the performance of general office and clerical duties, organizational and communications skills.

Duties and Responsibilities

- ❖ Receive, document, and follow through on all citizen complaints in a timely and respectful manner and ensure the person submitting the complaint receives a timely written response from the Town of Selbyville.
- ❖ Enforce the Town's Property Maintenance Code, Building Permit Code, Sign Code, and Licensing Code. Issue documented violation notices and follow up; maintain violation log and files.
- ❖ Perform all rental inspections to be completed by January 1st annually.
- ❖ Remove illegal signs from roadsides, poles, and Right of Ways.
- ❖ Review building permit applications to ensure compliance with the International Building Code, 2021 Edition.
- ❖ Prepare and process building, and sign permits.
- ❖ Schedule and perform building inspections and maintain inspection tracking logs. After final inspection, prepare Certificate of Occupancy/Completion.
- ❖ Establish and maintain effective working relationships with state and county agencies, developers, contractors, and general public.
- ❖ Prepare monthly Town Council reports summarizing monthly building permits issued, certificate of occupancies/completions issuance, and licenses and code enforcement activities. Prepare annual state planning report.
- ❖ Attend Town Council, Planning & Zoning, Hazard Inspection Committee and Board of Adjustment meetings and workshops as instructed by Town Administrator.
- ❖ Provide day-to-day administrative, clerical, and operational duties and support to the Town Administrator as requested; establish and maintain files related to all duties and assignments.
- ❖ Respond to citizen inquiries by telephone and in person, including references to appropriate Town Codes and Ordinances as appropriate.
- ❖ Assist Emergency Management during weather events as directed by the Town Administrator.
- ❖ Maintain work vehicle per Town policy.
- ❖ Perform miscellaneous duties as assigned by Town Administrator.

Required Training

Attend classes, meetings, training workshops, seminars and/or conferences as required to keep current with the duties and responsibilities of the position as instructed by the Town Administrator

Required Knowledge, Skills, and Abilities

- ❖ Minimum of five years' experience in building construction; knowledge in Code Enforcement preferred, but not required; high school diploma or equivalent.
- ❖ Knowledge of International Building Code, 2021 Edition.
- ❖ Ability to read blueprints and site plans.
- ❖ Possess a valid driver's license with successful completion of a background check and drug screening.
- ❖ Extensive knowledge of general office practices and procedures.
- ❖ Excellent verbal and written communications skills.
- ❖ Thorough comprehension of Town Codes.
- ❖ Must possess working knowledge of office terminology, equipment, and the ability to type proficiently.
- ❖ High level of computer proficiency including knowledge of and experience with such computer programs as Microsoft Office (Excel necessary), and Outlook.
- ❖ Ability to thoroughly comprehend and apply zoning ordinances.
- ❖ Ability to organize and use time effectively.
- ❖ Possess conflict resolution skills.
- ❖ Ability to exercise independent judgment.
- ❖ Review and/or evaluate the work product of others to ensure compliance with applicable codes and standards.
- ❖ Prior experience involving municipal government or interpreting regulations.
- ❖ Attention to details.
- ❖ Any equivalent combination of education, experience, and training which ensures the ability to perform the work may substitute for the above if satisfactory to the Town.

Americans with Disabilities Act

This is moderate to heavy physical work requiring the exertion of over fifty (50) pounds of force occasionally, up to ten (10) pounds of force frequently and a negligible amount of force constantly to move objects. The work requires: the constant ascent and descent of self within buildings; positioning self to move about workspace and places of inspection, handling of job responsibilities; vocal communication for expressing or exchanging ideas by means of the spoken word; hearing to perceive information at normal spoken word levels; visual acuity for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities. The worker is exposed to inside and outside environmental and atmospheric conditions.

Other Tasks

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.